

Preservation Photocopying Checklist

Action	Needed?	Priority	Notes
Identify collections in need of preservation photocopying			
Determine whether materials to be copied have been copied or filmed elsewhere			
Become familiar with relevant standards (NISO standard for permanent paper, National Archives and Records Administration [NARA] photocopying guidelines)			
Establish preservation photocopying guidelines for your institution			
Choose preservation photocopying vendor			
Write/review/revise contract with photocopying vendor			
Train staff to make in-house photocopies			
Check copies for compliance with NARA guidelines			
Create/implement regular maintenance for photocopier used for preservation copying			
Other			
Other			
Other			